Maunu School

e-learning

Information Pack

February 2014

Dear Parents and Caregivers,

During 2014 students at Maunu School will use e-learning as a tool to support their learning. All students will have access to the internet and will be publishing tasks on a classroom blog. We have school devices that are shared on a timetabled basis throughout the school. We are also providing students with the opportunity to BYOD (Bring Your Own Device) to school. This allows students to make strong links between home and school.

Included in this pack is information to support students with e-learning at Maunu School. We ask that you spend some time talking to your child about their use of digital learning.

All children in the school will need to read and sign an Internet contract.

All children in the school will publish some of their learning on a class blog. Please read the attached sheet on classroom blogs

Only return the slip to your classroom teacher **if you do not** want their photo visible on the classroom blog.

For students who want to BYOD to Maunu School in 2014

Please do not bring your device to school until:

- *You have made a note of the serial number of your device.*
- *Added the device as a named item on your 'Home and Contents Insurance'.*
- *Clearly labelled your child's device, both on the device itself and also the case.*
- *Placed your child's device in a suitable case to further protect it.*
- *All students and parents taking advantage of BYOD need to sign a 'BYOD Responsible Use Agreement' and return it to your child's classroom teacher.*
- *Set up your child's device with an iTunes / Google Play Account and Apps recommended (or similar) by the school.*
- *Talked carefully to your child about the school's procedure to keep your child's device safe when travelling to and from school. (Please refer to the back Page)*

Kind Regards

Cleve Bloor

Re: Maunu School Classroom Blogs

February 2014

Dear Parents

This year our main Professional Development focus will again be on e-learning. We are fortunate to have Tania Coutts from Core Education working closely with the teachers and students again this year.

Tania will work with each class once a week during Term 1. She will teach students e-learning skills as a tool to enhance their learning. The teachers will then following up these lessons to consolidate the skills.

One way the students share their learning is through a classroom blog created and maintained by each teacher. Blogging is a great way for students to share their work with an authentic audience. Although the blog is live on the internet, the audience has to have the blog address to be able to see the students work. It is therefore not visible by simply using a search engine. As you can imagine teachers find it very useful to be able to put whole class photos on the blog as it displays learning experiences directly to parents and whanau.

As the students complete tasks with Tania, she will encourage them to share their learning with their class blog. As teachers become more familiar with blogging, they will also begin to share student learning experiences and samples of tasks completed. This work will range from unassisted tasks to published tasks. Teacher's will also add an explanation of the context when the task was completed, so you can understand the learning behind the task.

We would like to be able to share class photos of experiences and activities we have completed in class. This will not be able to be viewed by everyone, just the people that have the specific blog address.

If you **do not** want your child's photo on the class blog, both individually or in a group photo, please complete the slip below and return it to their class teacher.

Kind Regards

Cleve Bloor

I / We do not want our child's photo to appear on the classroom blog either individually or in a group photo.

Child's Name: _____Room Number: _____

 Signed: _____Parent Name: _____

(If we do not receive your form it is assumed that your child's photo can be published)

Re: Maunu School Internet Agreement

February 2014

The internet is available to students in the classroom. Students take part in a Digital Citizenship programme which gives students support in how to make good choices when using the internet. Students will be expected to respect and observe the conditions of this internet agreement.

Any behaviour which is considered inappropriate in terms of these guidelines **WILL** result in withdrawl of computer privileges and access to the internet.

1) Students will follow teacher's instructions regarding the use of the Internet.
2) Students must use the Maunu school BYOD network when at school. Students may not use cell phone or service provider's data network or any other wired or wireless network other than the Maunu School BYOD network.
3) Students will only access Internet sites with the permission of the teacher.
4) Students will not use the Internet to access material that is profound, nasty, rude, discriminative or explosive.
5) The school has a strong 'Watchdog' filter, which filters all Internet coming into the school. If a student accidently accesses material such as that outlined above, they must tell a teacher so that the material can be blocked by our filters. Computers and devices show a history of sites visited and this is monitored by staff.
6) Students will not download files or Apps at school.
7) Students will not give out personal information including their surname, address, telephone numbers, parents' details and the personal details of any other pupil or teacher.
8) Students will not send emails without teacher approval.
9) Students will not engage in on-line chat or Skype without permission from their teacher.
10) Students will not interfere with or attempt to change computer / device settings.
11) Students will not attempt to copy or download copyright material / software. Students must not install their own software or any other programs on the school computers / devices.
12) No device, personal or otherwise, may be used to record, store or transmit any type of image, sound, or video from Maunu School, except for approved projects with the express permission of the teacher.
13) At no time are students to place orders for goods or services over the Internet using the school name, title or funds.

✂---

Please take the time to discuss this with your child / ren and return to your class teacher.

I _____ (students name) Room _____ agree to abide by the Maunu School Internet usage agreement.

Signed _____ (Student)

Witnessed by Parent/Caregiver _____(Parent name) _____ Parent Signature

Date _____

Maunu School

BYOD Responsible Use Agreement

Student's name: _____ Student's signature: _____

Parent's name: _____ Parent's signature: _____

Room Number: _____

BYOD is an acronym for Bring Your Own Device. For BYOD, a "device" is a privately owned laptop, tablet computing device, netbook, notebook, e-Reader, iPod touch (or similar), or cell/smart phone. For the purposes of this program, the term "device" also includes any similar product owned by Maunu School and provided for student use.

Guidelines

1. In order to utilize the Maunu School BYOD network as well as participate in the BYOD program, students and a parent or legal guardian must review and sign the Responsible Use Agreement.
2. The student is fully responsible, at all times, for the personally owned device brought to school. Maunu School is not liable for any loss, damage, or theft of a personally owned device.
3. The student is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.
4. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Ideally personal devices should be capable of lasting a full day without recharging.
5. Personal devices should be placed in the lockable classroom storage when arriving at school. During Interval and lunch students must store their personal device in the lockable space.
6. Device use is limited to school hours. Outside these times all electronic devices should be turned off and should not be visible.
7. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by a school administrator or teacher.
8. Students must use the Maunu School BYOD network when at school. Students may not use a cell phone or service provider's data network or any other wired or wireless network other than the Maunu School BYOD network.
9. Maunu School is not responsible for any data charges that a student may incur from a service provider as a result of not following the procedure of only using the Maunu School BYOD network while at school.
10. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Maunu School, except for approved projects with the express permission of the teacher.
11. If reasonable belief exists that the student has violated the terms of this agreement, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by Maunu School.

Apps recommended for Maunu School

Below is a list of Apps that each syndicate may use throughout the year.

When setting up your child's personal device, you may like to add these Apps.

These are not compulsory but could be useful to reinforce or practise classroom learning.

If you are unsure please ask your child's teacher.

Google Drive	Educreations	Haiku Deck
Free	Free	Free
iMovie	Eggy Words	AR Dinopark
$6.49	Free	Free
Comic Life	Spellosaur	Garage Band
$6.49	Free	Free
My Story	Maths Slide	Tellagami
$3.99	Free	Free
Pic Collage	Multitouch Maths	Bobble Write
Free	$2.59	Free
Show Me	Jellybean Count	iCAN Count Money
Free	Free	$2.59

Maunu School

Procedure to keep your device secure

Beginning of the day

- ⇒ Arrive at school.
- ⇒ Go straight to the classroom filing cabinet.
- ⇒ Take your device out of your bag.
- ⇒ Unlock the filing cabinet and return the key.
- ⇒ Place your device safely in the filing cabinet.
- ⇒ Sign your device 'in' using the laminated tick sheet attached to the top of the cabinet.
- ⇒ The eLearning monitor/ teacher will lock the filing cabinet

End of the day

- ⇒ Bring your bag in to the classroom and sit on the mat.
- ⇒ The e'learning monitor / teacher will unlock the filing cabinet.
- ⇒ Collect your device from the e'learning monitor / teacher.
- ⇒ Place your device safely into your bag.
- ⇒ Sign your device 'out' using the laminated tick sheet attached to the top of the cabinet.
- ⇒ **DO NOT** take your device out of your bag until you reach home.